

City of Chattanooga, TN
Personnel Class Specification

CLASS CODE 0850

FLSA: Non-Exempt

CLASSIFICATION TITLE: RANGER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to enforce the laws, regulations, and policies governing the operation of local historic sites and parks and to provide guidance and assistance to visitors touring these recreational areas.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Greets visitors at facility entrance, at historic sites, and/or throughout park recreational areas; establishes and maintains positive public relations.

Responds to questions, concerns, and various requests from tourists; provides direction and assistance; relates information pertaining to park use, lost and found, safety requirements, and points of interest.

Enforces the laws, regulations, and policies governing the operation of the parks, historic sites, and recreation facilities; maintains a safe environment.

Patrols assigned areas including facility buildings, grounds, parking lots, and walkways.

Maintains high visibility to ensure security and to prevent vandalism, theft, and other criminal activities; makes observations for prowlers, vagrants, suspicious persons, and other violators.

Cautions or evicts visitors that do not abide by established regulations.

Directs traffic, provides parking directions, and issues citations to parking violators.

Renders simple first-aid treatment to visitors injured on premises; assists persons with more serious injuries to obtain appropriate medical care.

Notifies emergency medical, fire, and/or rescue services in cases of injury or emergency as appropriate; guides visitors to nearest secure area; may participate in or assist with rescue activities.

Communicates effectively and coherently over law enforcement radio channels when requesting assistance.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; attends meetings, workshops, and training sessions as appropriate.

Completes and prepares a variety of forms, logs, requests, records, reports, correspondence, and/or various other documents associated with the responsibilities of this position.

Cooperates with federal, state, and local law enforcement agencies and their officers or representatives when activities are related to investigations within city jurisdiction.

ADDITIONAL FUNCTIONS

Patrols areas around and visually checks public restrooms.

Maintains uniform and appearance to comply with department regulations.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by little or no previous experience or training; some public relations or customer service experience in a similar or related environment preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to compile, assemble, copy, record and/or transcribe data according to a prescribed schema or plan. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a variety of reference data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as odors, wetness, humidity, rain, fumes, temperature and noise extremes, traffic hazards, violence, disease, or pathogenic substances.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.